



THE CITY OF SAN DIEGO

## HOW TO OBTAIN

# Project Inspections

CITY OF SAN DIEGO DEVELOPMENT SERVICES

1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

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This Information Bulletin describes how to complete the construction process when projects are inspected by the City of San Diego.

## I. WHEN ARE INSPECTIONS REQUIRED?

All construction permits issued by the City of San Diego require inspection of the work to complete the process.

The scope of work will determine how many inspections are required to satisfy code requirements. It is the duty of the permit holder to schedule inspections and to have any required plans and Inspection Cards available for review and signature. Inspection Record Cards (DS-1798) and Circuit Cards, (DS-1779) are provided at permit issuance.

All work requiring inspections must remain accessible and exposed until approved by the inspector.

Where multiple inspections are required, work must not progress or be concealed beyond the point where an inspection is required. The Inspector will conduct the requested inspections and either indicates on the Inspection Record Card or a Door Hanger Card (DS-1405) that the work complies with codes/approved plans, or notifies the permit holder that the work failed inspection. Any work that does not comply must be corrected and remain accessible until it has passed inspection.

You may schedule inspections by phoning the City's Automated Phone Inspection Line at (858) 581-7111. The Inspection Line is available seven days a week between the hours of 7:00 a.m. and 10:00 p.m. The Inspection Line allows you to schedule inspections up to five days in advance; obtain the inspector's name and phone number; and obtain the status of the inspection. A valid approval number must be supplied at the time of inspection request. For information on permit expiration and extensions see Information Bulletin 117, Regulations Covering Permit Expiration and Extension.

## II. BUILDING AND COMBINATION PERMIT INSPECTIONS

With a Combination Permit, the inspector can

### Documents referenced in this Information Bulletin

- [Information Bulletin 117](#), Regulations Covering Permit Expiration and Extension
- [Information Bulletin 202](#), How to Obtain a Permit for a Swimming Pool/Spa
- [Information Bulletin 205](#), Specifications for Carports
- [Information Bulletin 206](#), Specifications for Patio Covers
- [Information Bulletin 211](#), How to Obtain a Permit for Residential Decks
- [Information Bulletin 221](#), Minimum Requirements for Retaining Walls/Level Backfill
- [Information Bulletin 222](#), Minimum Requirements for Retaining Walls/Sloping Backfill
- [Information Bulletin 710](#), Permit Instructions, Procedures for Building Demolition/Removal
- [Property Owner's Final Report, DS-309](#)
- [Door Hanger Card, DS-1405](#)
- [Circuit Card, DS-1779](#)
- [Inspection Record Card, Posted at Construction Site by Inspector, DS-1798](#)
- [Building Newsletter 17-1](#), Special Inspection Requirements on Plans

make several inspections at the same time. It is a good idea to speak with your inspector at the beginning of the job for help scheduling inspections and other assistance with issues that may arise.

Following is a summary of the requirements:

**A. Storm Water Inspections:** A Storm Water Inspection will be conducted concurrently with every scheduled inspection. Storm Water Best Management Practices (BMPs) shall be properly installed and functioning at all times to ensure construction sites are in compliance with Storm Water Laws. Failure to comply with BMP requirements may prevent further inspections and be subject to reinspection fees and/or additional fines from the Storm Water Department.

**B. Underground Inspection:** This inspection is required before foundation inspection if any plumbing, mechanical or electrical elements are located below or within the foundation/slab.

**C. Foundation Inspection:** To be conducted after all trenches are excavated and forms are erected. All Special Inspection/Soils Reports, required to be performed prior to foundation approval, shall be submitted to the inspector. All required reinforcing steel, hardware, grounding electrode(s) and related Mechanical, Plumbing and Electrical (MPE) components shall be set in place when the inspection is scheduled. This inspection is made prior to the placement of concrete.

**D. Floor Framing Inspection:** To be conducted for each floor system after all floor framing, sheathing and hardware is in place. All diaphragm, drag and shear transfer nailing shall be completed as required on the approved set of plans and prior to plating walls. If there is a crawl space or limited access below the floor joists, a separate inspection shall be required before floor sheathing is installed. In this case, all required MPE work must be installed and inspected at this time. The inspector will determine if a separate insulation inspection is required after the above items are approved. No insulation shall obscure MPE work prior to inspection approval.

**E. Roof System Inspection:** To be conducted for each roof system after all roof framing, sheathing and hardware is in place. All diaphragm, drag and shear transfer nailing shall be completed as required on the approved set of plans. The building height will be verified for compliance at this inspection. Special roof designs (e.g., over-stacks) may require multiple inspections.

Whenever possible, the roof system and exterior wall framing inspections should be inspected concurrently.

**F. Exterior Wall Framing Inspection:** To be conducted after exterior wall framing is complete, all doors, windows and other penetrations with related flashings installed. All MPE components that affect the structural integrity of walls shall be installed.

**G. Rough Frame Inspection for Combination Permits:** To be conducted after the roofing materials are installed or stacked on the roof. All chimneys, vents, framing, hardware, fire blocking, bracing and windows shall be in place. All rough mechanical, electrical and plumbing work shall be installed. Gas and water systems shall be tested per code by the installer and maintained until approved by the inspector.

**H. Rough Frame Inspection for Building Permits:** To be conducted after the roofing materials are installed or stacked on the roof. All chimneys, vents, framing, hardware, fire blocking, bracing and windows shall be in place.

Commercial and Multi-family projects require separate Mechanical, Plumbing and/or Electrical permits. Prior to scheduling the framing inspection, all rough work for MPE permits shall be installed, inspected and approved, and the gas and water systems shall be tested per code by the installer and maintained until approved by the Mechanical Inspector.

Electrical work requires that a completed and signed Electrical Circuit Card(s) (DS-1779) be provided if circuiting is not shown on the approved set of plans.

If Special Inspection or Soils Reports are required, all daily reports and final summaries shall be completed and submitted to the inspector for review at rough inspection. The Property Owner's Final Report (DS-309) for Special Inspection(s), Off-Site Fabrication Certification, Structural Observation and Construction Materials Testing shall be provided before the Rough Framing Inspection is approved.

If Fire Suppression and/or Alarm Systems are required, a separate rough inspection shall be conducted by Fire Department staff. Call (619) 446-5440 for inspection scheduling and/or information.

**I. Insulation Inspection:** To be conducted after the building is made weather-tight and all insulation is installed and properly secured in place, and all foam, caulking or sealing is completed. The inspector will determine if a separate insulation inspection is required, or whether it can be combined with another inspection.

**J. Lath and Drywall Inspection:** To be conducted after all lath and/or wallboard, interior and exterior, is in place, but before any plastering or stucco is applied or before joints and fasteners are taped and finished.

**K. Other Required Inspections:** To be conducted and approved by the appropriate sections, departments or agencies (i.e. Fire Dept., Landscaping, Engineering, etc...) prior to scheduling a Final Inspection.

**L. Final Inspection:** To be conducted when all work is completed and ready for occupancy. All work must be inspected and approved, all issues shall be resolved, all fees must be paid and all special inspection reports shall be submitted and approved prior to occupancy. Commercial and Multi-dwelling unit projects require that all associated MPE permits, Fire, Landscaping, Grading and Right-of Way work pass Final Inspection prior to requesting a Final Inspection on the Building Permit.

All inspection issues listed on the Inspection Plan for the permit must be cleared by the responsible department or agency before Final Inspection can be requested. Issues are based on the scope of work, and may require sign off by other departments/agencies (Engineering & Capital Projects Department, Fire Department, Landscaping Inspection, Mitigation Monitoring, Public Utilities Department etc.).

When water and sewer services are to be installed, the work must be completed and inspected by the Public Utilities Department prior to final building inspection. Paying for the services does not automatically schedule the work. Call (619) 527-7424 well in advance of the required installation date. Be prepared to provide the new service sequence number from the water and sewer receipt.

### III. MECHANICAL, PLUMBING AND ELECTRICAL INSPECTIONS

**A. Rough Inspections** are required while the work is accessible and exposed. The gas and water systems shall be tested per code by the installer and maintained until approved by the inspector.

All MPE work shall be inspected and approved prior to being covered or concealed. Final Inspections are required when the work is complete. An Inspection Record card is not provided for work requiring only MPE inspections. For MPE permits, a Door Hanger Card (DS-1405) will be provided as work is completed and approved.

**B. A Circuit Card** (Form DS-1779) must be completed and provided to the electrical inspector at the Rough Inspection. Blank Circuit Cards are available at the Development Services Center or Inspection Services Office.

### IV. MISCELLANEOUS ACCESSORY STRUCTURES

Inspections for accessory structures are detailed in Information Bulletins as follows:

**A. Patio Covers, Carports, Decks:** These structures are described in Information Bulletin 206, Specifications for Patio Covers; 205, Specifications for Carports; and 211, How to Obtain a Permit for Residential Decks.

**B. Retaining Walls:** Retaining wall inspections are described in Information Bulletin 221, Minimum Requirements for Retaining Walls/Level Backfill, and Information Bulletin 222, Minimum Requirements for Retaining Walls/Sloping Backfill.

**C. Swimming Pool/Spa:** Swimming pool/spa inspections are described in Information Bulletin 202, How to Obtain a Permit for a Swimming Pool/Spa. This bulletin also covers Swimming Pool Removal.

### V. BUILDING DEMOLITION

Building demolition and removal inspections are described in Information Bulletin 710, Permit Instructions, Procedures for Building Demolition.

### VI. REINSPECTIONS

In certain circumstances where inspections are requested and the work is not ready, or where numerous additional inspections are required, reinspection fees may be assessed. All reinspection fees must be paid before further inspections will be made. Reinspection fees may be paid at the Development Services Center at 1222 First Avenue or the Inspection Services Office at 9601 Ridgehaven Court, Suite 220. (Note: No cash accepted the Inspection Services Office.

### VII. OPTIONAL ENHANCED INSPECTION SERVICES

The Development Services Department (DSD) is committed to working with our customers by offering enhanced inspection services to meet their project time tables. With this in mind, DSD currently offers the following inspections to assist our customers in maintaining their construction schedules:

#### A. After hour inspections

After-Hour Inspections are performed outside of normal business hours. These inspections are performed before 7:00 a.m. and after 3:30 p.m. Monday through Friday, as well as on agreed upon times on Saturdays, Sundays and holidays. After-Hour Inspections are subject to inspector availability; therefore, it is imperative you schedule these inspections as far in advance as possible.

After-Hour Inspections are charged \$246.00 based on two hours of inspection time. Ad-

ditional time beyond the first two hours will be charged at the established hourly rate of \$123.00. Payment must be received prior to 2:00 p.m. to schedule an After Hour Inspection.

**A. Guaranteed Inspections**

Guaranteed Inspections are available to ensure your inspection will be performed on the day you requested. These inspections are performed during normal business hours, from 7:00 a.m. to 3:30 p.m. Monday through Friday, except on holidays. Guaranteed Inspections are charged \$123.00, and the time allotted for this inspection shall be one half hour.

Additional inspection time is subject to the Inspector's workload for that day. Guaranteed Inspections must be scheduled and paid for at least one day in advance.

To request either of these enhanced inspection services, we will need your approval number and site address. Visit us at the Inspection Services Office at 9601 Ridgehaven Court, Suite #220, San Diego, CA 92123, or call (858) 492-5070.

We accept check, money order, Visa and Master Card. All payments must be made in person. Checks and Money Orders shall be made payable to the City Treasurer and drawn on U. S. banks.

For further information please call the Inspection Services Office at (858) 492-5070.